



# CITY OF JERSEY CITY

## DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



### Advanced Family Nurse Practitioner

**Department:** Health and Human Services

**Exempt/Non-Exempt:** Exempt

**Union/Management:** Management

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** M-F, 8:00 A.M to 4:00 P.M, as needed.

**Salary: \$90,000/yr.** Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The Department of Health and Human Services is seeking an Advanced Family Nurse Practitioner who will be responsible for, but not limited to providing a full scope of medical services such as conducting tests, diagnoses, and treating patients from two months to adulthood. The ideal candidate will also provide immunizations, testing, and treatments of STDs by conducting physical examinations and diagnostic tests. This role is a staff position that has direct care responsibilities as well as supervisory responsibility for nurses within the unit.

#### Job Duties:

- Provides direct care to patients within discipline scope of practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
- Performs complete physical examination, which includes observation, taking blood pressure, weight, height, chest, nose, and throat examinations, blood samples, palpation, percussion, auscultation, and hearing screens with using appropriate tools and instruments. Conducts STD testing of men and women and provides treatment for diagnosis.
- Supervises and monitors staff activities to ensure that nursing care is carried out as directed, and treatments are administered in accordance with treatment plans.
- Assess the physical, developmental, and psycho-social health status of individuals in a variety of settings through collection of health data.
- Performs cervix examinations through obtaining cytological specimens for study to determine development of disease.
- Counsels patient, parent/guardian, and family as to findings; refer patients to licensed physicians for necessary follow up and treatment.
- Develops a health maintenance plan for patients including health education, disease prevention, and general anticipatory guidance.



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- Provides clinical management within medical protocols of children with complicated childhood diseases and care of infants including regulation of nutrition, cleanliness, and environmental surroundings through the education of parents and families.
- Performs other duties as assigned.

**Required Educational Background:** Bachelor's Degree in Nursing or other related field with a valid certification of an Advanced Nurse Practitioner issued by the New Jersey Board of Nursing.

### Essential Skills:

- Comprehensive knowledge of nursing principles, procedures, and techniques of patient care along with pediatric care of infants and children from post-natal to adulthood.
- Proficient in Microsoft Office Suite including Outlook, Word, and Excel with the ability to learn new computer programs.
- Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
- Demonstrates the ability to identify problems/diagnoses based on interpretation of findings.
- Evaluates patient need for immediate nursing intervention, consultation, and other health team referrals.
- Strong attention to detail, follow through, and good interpersonal/ problem-solving ability.
- Ability to conduct physical examinations which include eye, ear, nose, throat, thorax, abdomen, pelvic, rectal, colon, vaginal/rectal swabs and orthopedic and general physical development.
- Strong supervisory and leadership skills with the ability to develop effective work plans to delegate assignments while providing guidance on difficult issues.
- Ability to create and maintain cooperative working relationships with doctors, pharmacists, supervisors, co-workers, elected officials, healthcare personnel, law enforcement personnel and the general public, including people from various socioeconomic backgrounds.

### Preferred Education/Skills/Qualifications:

- Master's Degree in Nursing or other related field.
- Four (4) years experience in a hospital, clinic, medical center, or other setting. Four (4) years of supervisory experience.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/51200.htm>. You must eventually pass and qualify for this Civil Service title.

**To apply for this job with the City of Jersey City please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).**